

1
EMPLOYEE INFORMATION
PLEASE PRINT

LAST NAME	FIRST	MIDDLE
DEPARTMENT*	DIVISION*	
WORK LOCATION*	EMPLOYEE ID (REFER TO PAYSTUB)	

2
MY DONATION: 3 WAYS TO GIVE *

- ☐ **1. CHECK:** DIRECT DONATION OF \$_____ ATTACH CHECK(S) PAYABLE TO NONPROFIT(S) & NOTE CODE
- ☐ **2. PAYROLL DONATION** (CHOOSE ONE OPTION)
- ☐ OPTION A \$_____ X 24 PAY PERIODS = \$_____ TOTAL ANNUAL DEDUCTION
☐ OPTION B \$_____ X 12 PAY PERIODS = \$_____ TOTAL ANNUAL DEDUCTION
☐ OPTION C \$_____ ONE-TIME DEDUCTION

PLEASE DISTRIBUTE MY PAYROLL DONATION AS FOLLOWS:

CODE	ORGANIZATION OR FEDERATION NAME	ANNUAL AMOUNT	
<input type="checkbox"/>		\$	
<input type="checkbox"/>		\$	
<input type="checkbox"/>		\$	
<input type="checkbox"/>		\$	
<input type="checkbox"/>		\$	
<input type="checkbox"/>		\$	
<input type="checkbox"/>		\$	
TOTAL		\$	

OPTIONAL

☐ ☐ _____
☐ ☐ _____
☐ ☐ _____
☐ ☐ _____
☐ ☐ _____
☐ ☐ _____
☐ ☐ _____

IN MEMORY OF
IN HONOR OF
DONATION DEDICATION NAME

- ☐ **3. TIME DONATION** OF COMPENSATORY OR VACATION HOURS

NEW → PLEASE DONATE THE NET CASH VALUE OF

_____ HOURS OF COMPENSATORY TIME

+ _____ HOURS OF VACATION TIME

= _____ TOTAL HOURS TO THE FOLLOWING ORGANIZATION:

☐ ☐ ☐ _____

OPTIONAL

☐ ☐ _____
☐ ☐ _____
☐ ☐ _____

IN MEMORY OF
IN HONOR OF

3
DONATION ACKNOWLEDGEMENT

- 1.** I AM A LEADERSHIP DONOR AT THE FOLLOWING LEVEL

- ☐ I ACCEPT MY LEADERSHIP GIFT
- ☐ I DECLINE MY LEADERSHIP GIFT

CIRCLE ONE	
SILVER	1 POINT
GOLD	2 POINTS
PLATINUM	3 POINTS
SUPER	4 POINTS

- 2.** ☐ PLEASE SHARE MY ADDRESS WITH THE ORGANIZATIONS I DESIGNATED ABOVE
- ☐ DO NOT SHARE MY ADDRESS; I WOULD LIKE TO REMAIN ANONYMOUS

TO DETERMINE LEVEL - SEE PAGE 38 OF CATALOG.

4
SIGNATURE

I HEREBY AUTHORIZE KING COUNTY TO DEDUCT THE AMOUNT SHOWN ABOVE FROM MY PAY DURING 2007 STARTING WITH THE FIRST PAY PERIOD IN JANUARY. I UNDERSTAND THIS AUTHORIZATION MAY BE DISCONTINUED BY ME IN WRITING AT ANY TIME BEFORE IT EXPIRES. THE ORGANIZATIONS AND FEDERATIONS PARTICIPATING IN THE KING COUNTY EMPLOYEE GIVING PROGRAM DO NOT PROVIDE GOODS OR SERVICES IN WHOLE OR PARTIAL CONSIDERATION FOR ANY DONATIONS RECEIVED VIA THIS FORM.

SIGNATURE	DATE
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DEPARTMENT & DIVISION

Department of Adult & Juvenile Detention

Administrative Services
Seattle Division
Kent Division
Juvenile Detention
Community Corrections

Department of Assessments

Administrative Services
Information Services
Commercial/Business
Accounting
Residential Appraisal

Department of Community & Human Services

Community Services
Mental Health, Chemical Abuse & Dependency
Developmental Disabilities
Public Defense

County Council

Administration
Committees
Auditor
Civic Television
Ombudsman/Tax Advisor
Hearing Examiner
Board of Appeals

Department of Executive Services

Finance and Business Operations
Facilities Management
Human Resource Management
Office of Civil Rights
CAO Administration
IT Communication Services
Records, Elections & Licensing
Office of Risk Management
Office of Emergency Management

Department of Development & Environmental Services

Director's Office
Administrative Services
Building Services
Land Use Services

District Court

Office of the Presiding Judge
Probation
East: Bellevue
East: Issaquah
East: Redmond
East: Shoreline
West: Seattle
South: Kent
South: Burien
South: RJC

County Executive

Office of the Executive
Policy & Strategies
Office of Information Resource Management
Office of Management & Budget
Business Relations & Economic Development

Department of Judicial Administration

Court Services
Finance & Information Services
Regional Justice Center
Caseflow & Data Administration
Juvenile
Technology & Information Services

Department of Natural Resources & Parks

Natural Resources Administration
Solid Waste
Wastewater Treatment
Water & Land Resources
Parks & Recreation
GIS

Prosecuting Attorney

Civil Division
Management & Administration
Criminal Division
Fraud Division
Family Support

Public Health

Administrative Services
Prevention Services
Environmental Health Services
Community Health
Emergency Medical
Correctional Health & Rehab

Sheriff

Policy Direction
Criminal Investigation
Fields Operations
Technical Services
Special Operations

Superior Court

Court Commissioners
Clerk of the Court
Chief Administrative Officer
Court Operations
Juvenile Court Services
Social Services
Family Court
Regional Justice Center

Department of Transportation

Director's Office
Transit
Road Services
Fleet Administration
Airport

LOCATION

Code	Building
ADM	Administration Building
AIR	Boeing Field
ASQ	Alder Square Public Health Center
ATP	Alki Treatment Plant
ATS	Algona Transfer Station
AUB	Auburn Public Health Center
AUK	Aukeen District Court
BBA	Bellevue Base
BDP	Black Diamond Pit
BDY	Broadway Clinics
BLV	Bellevue District Court
BOA	Bank of America Tower
BOC	Bank Of California
BOG	Bruggers Bog Pit
BOR	Boren Building
BTS	Bow Lake Transfer Station
BWO	Brightwater Construction Project
CAD	Cadman Pit
CAS	Crossroad Animal Shelter
CEH	Central Environmental Health
CHC	Columbia Public Health Center
CHL	Cedar Hills
DTR	Public Health Distribution Center
DWY	Queen Anne 3rd West & Thomas - CSO
EAL	Downtown Public Health Center
EBA	East Base
ECC	Emergency Coordination Center
EGT	Eastgate Public Health Center
ETS	Enumclaw Transfer Station
EXC	Exchange Bldg.
FAC	Factoria Transfer Station
FAL	Fall City Pit
FNE	First Northeast Transfer Station
FTS	International District Station
FWC	Federal Way District Court
FWY	Federal Way Public Health
GAR	King County Garage
GBB	Graybar Building
HCO	Rainier Beach Area - CSO
HMC	Harborview Medical Center
HTS	Houghton Transfer Station
IDW	Transit Info. Distribution Warehouse
IHW	Canal Place
ISQ	Issaquah Pit
ISS	Issaquah Division Court
JEF	Jefferson Professional Center
KAS	Kent Animal Shelter
KCC	Courthouse
KCF	Correctional Facility - Seattle
KEY	Seattle Municipal Tower
KNT	Kent Teen Clinic
KPC	Kent Professional Center
KSC	King Street Center
LAB	Environmental Lab
LUF	Lake Union Facilities
MCS	Transit Tunnel
MVD	Redmond Facility - Distribution Yard
NBA	North Base
NEC	Northeast District Court
NRF	North Rehabilitation Facility
NRV	Facilities Maintenance
NSH	Northshore Public Health Center
NSJ	Jameson Street Building
NTH	North Public Health Center
OAK	Black River Corporate Park
ORC	Motor Pool Vehicle Maintenance
PBP	Medic One
PDS	Power Distribution Headquarters
PRE	Prefontaine
RAD	Interurban, Tukwila
RBA	Ryerson Base
RDC	Renton District Court
RED	Records & Elections Warehouse
RJC	Regional Justice Center
RNC	Renton Treatment Plant
RPS	Renton Shop - DNRP
RSD	Fleet Renton
RTN	Renton Public Health
RTS	Renton Transfer Station
SBA	South Base
SHC	Shoreline District Court
SKY	Skykomish Pit
SLP	Star Lake Pit
SMT	Summit Pit
SPR	Springwood Public Health
SWC	Southwest District Court
TER	Terrace Bldg
TSO	Central Atlantic Base
VAP	Vashon Island Pit
VCM	Plant Construction Office
VSN	Vashon Island District Court
VTS	Vashon Transfer Station
WAL	Waltheu Building
WFC	Wells Fargo Center
WFS	Waterfront Streetcar Barn
WHC	White Center Public Health Center
WPO	West Point
WSU	Cooperative Extension
YES	Yesler Building
YSB	Juvenile Probation, East
YSC	Juvenile Court
YSK	Youth Services Center
YSN	Juvenile Probation, Southwest
YSR	Juvenile Probation, North
	Juvenile Probation, Renton SE District

THE FINE PRINT

Rules for payroll deductions

1. Minimum donation per organization is \$2.00.
2. Maximum number of organization designations is six.
3. To include your donation in a pool of money that will be distributed to ALL campaign participants, leave code section blank and write "campaign" under organization name.
4. If you choose Option B on the donation form, your donation will be deducted from the second paycheck each month.

Rules for time donations

1. Time donations cannot be accepted after December 1, 2006.
2. Minimum donation is 4 hours. Maximum donation is 40 hours, unless you have *excess* vacation time - then there is no maximum.
3. You can make a donation of time to a single designation (i.e., one nonprofit organization, one federation, or the campaign generally).
4. The net cash value of your hours (after all mandatory withholdings, including withholding in accordance with retirement plans, federal income tax and the Federal Insurance Contributions Act) will be calculated and sent to your designated agency. You will receive a receipt notifying you of the net cash value of your time donation.

Rules for special events

If you are planning a special event in support of the charitable campaign, please contact the Employee Giving Program Administrator for a Special Event Form and guidelines.

General

Direct, payroll, and time donations may be tax deductible. Consult with your tax advisor if you have questions about this. Regardless of how you give, you are making a world of difference in our communities.

Dedication of you donation

If you would like to make your donation *in honor of* someone living or *in memory of* someone deceased, please complete the optional section to the right of your organization designations. If you release your name and address to the organizations in section 3, the donation dedication names will also be released. If you would like an acknowledgement letter mailed to the people you placed a donation *in honor of*, please contact the Employee Giving Program Administrator.

If you have questions about workplace giving or need assistance in completing the donation form, please contact the volunteer coordinator in your department or the Employee Giving Program Administrator.

Contact

Mary Dziejewczynski
Employee Giving Program Administrator
EXC-ES-720
821 Second Avenue
Seattle, WA 98104
206.263.6635
mary.dziejewczynski@metrokc.gov

Website

Visit the Employee Giving Program website
www.metrokc.gov/giving
for an online list of nonprofit agencies,
dollars raised to date, and to learn how you can
make a difference in our communities.